## Workday Job Aid: Payment Election

11 Steps <u>View most recent version</u>

Created by

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## Navigate to the Workday Home page.

Implementation - maryfreebed2		
On behalf of: Angel Hair		
	Q Search	ф <sup>0</sup> е <sup>0</sup> 2
	Good Afternoon, On Behalf of: Angel Hair	It's Tuesday, November 26, 2024
	Awaiting Your Action	Announcements
$\cup$	Change Benefits for Life Event My Taska - 1 month(s) ago DUE 10/28/2024	you have questions regard.
	Go to My Tasks (1)	
		Your Top Apps
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	Recommended for You	Pay Pay
		Custom Reports

Click the Profile icon in the upper right-hand corner.

Implementation - maryfreebed2 On behalf of: Angel Hair		Profile On behalf of. Any
Mary Free Bod	Q Search	4° 🔮
	Good Afternoon, On Behalf of: Angel Hair	It's Tuesday, November 26, 2024
	Awaiting Your Action	Announcements
	Change Benefits for Life Event My Tasks - 1 month(s) ago DOE 10/26/2024	Welcome to Pulsy/Tech1 If you have questions regard.
	Go to My Tasks (1)	
	Timely Suggestions Here's where you'll get updates on your active items.	Your Top Apps Time Absence
	Recommended for You	Pay Pay
		Custom Reports

#### **STEP 3**

#### Click "View Profile".



Click "Pay".

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On behalf of: Angel Hair				
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Angel Hair Registered Narse, 1148.H	Location     May Free Bed Rehabilitation Hospital     Position Table     Registered Narse,1148 H	Manager     Las Wilson     Sepervisory Organization     Numery Admin., 5100 2 (Use Wilson)	Upload My Experience	
Tean 88 Summery En Jab				
Compensation Benefits Alasence				
Contact     A Personal     G Career				

#### STEP 5

### Click the "Payment Elections" tab.



Click "Add" to add a new Bank information. You can also edit, remove and view current bank information

Implement On behalf	lation - maryfreebed2 of: Angel Hair											×
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	Angel Hair     Registered Nurse_1148.H	Tax Elections Payment Elections	Payslips									
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lō		Account Nickname	Country	8	Bank Name Account	Туре	Account Number	Action	7 <u>0</u> (1	Ф L L ш L	^	
6 6	Benefits Absence Pay	checking account!	F	PNC Checkin	2	*****8878	Edit Remove View			¥		
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		USA Payroll Payment	Direct Deposit	checking account!	******8871	Balance Yes	e		idat )			
		HSA Payment	Manual			Balance Yes			idit )		÷	

# Fill out the required information: Select the account type and enter in the Routing Transit Number, Account Number and Bank Name.

You can optionally type in a Bank Identification Code and Account Nickname, too. Account Nicknames are helpful if you have accounts with similar account numbers and want to differentiate between accounts.

Implementation - maryfreebedg On behalf of Angel Hair	O. Sunt	× م 20 م
Add Account	, Qr search	×
Add account information to use when you specify payment elections.		
Account Holder Name Angel Hait Account Country United States of America Sample Check United States of America United S		
Account Information		
Account Type * O Checking		
Routing Transit Number         *         272480678           Account Number         *         12345678		
Bank Name * LMCU		
Bank identification Code Account Nickname (optional)		
Cancel		

Click "OK" when finished.

#### If you would like to direct deposit different amount of money to more than one account, you can add another account by clicking "Edit" under Payment Elections.

\*\*\*Note: After adding the bank information in the "Accounts" section, you will need to select the appropriate account under "Payment Elections" to ensure that your funds are deposited into the accounts that you select.

문 Angol Hair	Tax Elections Payment Elections	Payslips						
Registered Nurse_1148.H								
Actions	Default Country United States of Ame	rica						
*	Default Currency USD							
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	Last Updated 10/24/2024 11:12 AM	1						
Semmary	Accounts 2 items							ᆁ 🖩 👳 🖬 🙂 🎟 🖽
- Job	Account Nickname	Country		Bank Name	Account Type	Account Number	Action	*
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	100							

Click the "+" button on the left to add a new account. Use the "Account" and "Balance/Amount/Percent" columns to indicate what account you would like money allocated to, and how much to allocate to those accounts.

Implementation - maryfreebed2 On behalf of: Angel Hair								
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Payment Election								
Designate how to receive payments. For direct deposit, you must first add a valid acco percentages must add up to 100 percent.	unt on the previous page. Workday evaluates multiple payn	nent elections in the order you specify. To submit a valid point of the second se	ayment election, the last election specified must have a dis	tribution type of balance to capture the remaining amount, or the				
Pay Type USA Payroll Payment								
Person Angel Hair								
Default Country United States of America								
Default Currency USD								
nber of Elections Allowed 10								
Payment Elections 1 item								
Order "Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent				
∀ ∀ X United States of America     □	× USD :≡	× Direct Deposit	× checking account!	O Balance				
$\sim$				Amount				
				0.00				
				O Percent 0				
4								
OK Cancel								

Click in the Account column to select the Bank account information.

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Payment	Electior						
Designate how t percentages mu	to receive pay ust add up to 1	ments. For direct deposit, you must first add a valid acc 00 percent.	ount on the previous page. Workday evaluates multiple pa	syment elections in the order you specify. To submit a	valid payment election, the last election specified must ha	ve a distribution type of balance to capture the remaining	amount, or the
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Pay Type		USA Payroll Payment					
Person		Angel Hair					
Default Country		United States of America					
Default Currency	y	USD					
nber of Elect	tions Allowed	10					
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In the "Balance / Amount / Percent" column select the appropriate option. If you select amount enter the dollar amount or if you select percent enter the percent. Then Click "OK".

\*\*\*Note: The bottom bank account must be selected as the balance account (this will deposit your full net pay if you only have one account or the remaining amount after the prior bank account set up)\*\*\*

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Payn	Payment Election							
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4	(		Cancel				· · · ·	